# BOAT CREW Qualification Guide

Vol. V – Surfman

**COMDTINST M16114.27** 



Coast Guard



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COMDTINST M16114.27

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#### **COMMANDANT INSTRUCTION M16114.27**

Subj: BOAT CREW QUALIFICATION GUIDE, VOLUME V - SURFMAN

- 1. <u>PURPOSE</u>. This Manual provides updated standardized performance objectives and guidance for the purpose of training and certifying personnel as surfmen on Coast Guard boats.
- 2. <u>ACTION</u>. Area, district, activities, section and group commanders, and commanding officers/officers-in-charge of all units with boats assigned shall comply with this Manual in the training and certification of surfmen. Waivers of specific requirements will not normally be granted.
- 3. <u>DIRECTIVES EFFECTED</u>: Boat Crew Qualification Guide Surfman, COMDTINST M16114.14 (dated 16 May 1989), is hereby canceled. Some tasks previously found in the Surfman Qualification Guide are in the new Boat Crew Qualification Guide, Volume IV Heavy Weather Coxswain, COMDTINST M16114.26. Conditions and standards have been changed to match readiness requirements.
- 4. <u>DISCUSSION</u>. The Coast Guard's boat crew training remains a performance based training program. The qualification tasks within this Surfman Qualification Guide relate to knowledge and skills necessary to meet the challenges in the heavy weather and surf environment. The command must ensure that a prospective surfman also has the needed attitudes and abilities associated with maturity, sound judgement, and experience. Where the sea state or geographic location present significantly increased hazards for mariners, our boat operators must demonstrate a higher level of seamanship to work in this high-risk environment. The experience level of Coast Guard boat crews must be matched with the design capabilities and limitations of our boat resources to meet the readiness and operational requirements demanded of our multi-mission stations. The revision of this Surfman Qualification Guide seeks to better align the boat crew training program with the challenges of the missions.

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### **COMDTINST M16114.27**

5. <u>PROCEDURES</u>. Personnel assigned to a unit with surf capable boats and who are already certified as surfman need not re-certify using this Manual. Procedures for newly certifying members, currency maintenance, and re-certification due to permanent change of station transfer or lapse of certification will be found in the Boat Crew Training Manual, COMDTINST M16114.9 (series). Any questions should be resolved through discussion with Commandant (G-OCS-1).

H. E. JOHNSON

Director of Operations Capability



### **RECORD OF CHANGES**

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	ENTERED BY
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# Chapter 1 Introduction

#### Introduction

The Boat Crew Qualification Guides are an integral part of the boat crew qualification and certification process. Each volume contains a collection of tasks which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for safe and effective performance of a Coast Guard surfman.

### In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Steps in the Qualification and	1-3
	Certification Process	
В	Description of the Manual	1-5
С	Instructor Guidance	1-11
D	Trainee Guidance	1-15
Е	Boat Types	1-17
F	Task List for Surfman	1-21





### Section A. Steps in the Qualification and Certification Process

#### Introduction

This section will explain the qualification/certification system requirements and procedures that the trainee should understand before completing specific tasks.

### A.1. Designation to the training program

The trainee is designated to the training program by the unit command.

### A.2. Assignment of primary instructor

An experienced and certified petty officer is assigned as the trainee's primary instructor.

# A.3. Completion of appropriate qualification guide

The trainee completes the appropriate qualification guide. To accomplish this, he/she must follow the procedure below:

Step	Procedure
1	Trainee is assigned task.
2	Trainee completes reading assignment.
3	Task is demonstrated to trainee.
4	Trainee is walked through task.
5	Trainee practices task.
6	Trainee demonstrates proficiency in task up to task standard.
7	Task is signed off.

### A.4. Certification process

Upon completion of the qualification process, the trainee completes the certification process as outlined in the steps below:

Step	Procedure
1	Boat Crew Examination Board interviews trainee.
2	Trainee completes a comprehensive check-ride.
3	Boat Crew Examination Board issues recommendation to the command.
4	Command certifies trainee.

NOTE &

For a complete discussion of the qualification/certification process, refer to *Boat Crew Training Manual*, COMDTINST M16114.9 (series).

### Chapter 1 - Introduction





### Section B. Description of the Manual

#### Introduction

This manual is *Volume V* of the *Boat Crew Qualification Guide*. There are five manuals making up the guide. They are:

• Volume I - Boat Crew Member

• Volume II - Coxswain

• Volume III - Engineer

• Volume IV - Heavy Weather Coxswain

• Volume V - Surfman

Each volume is made up of three major chapters:

• Chapter 1 - Introduction

• Chapter 2 - Qualification Tasks

• Chapter 3 - Trainee Study Guide

### Chapter 1 consists of:

- Explanations of the qualification/certification system
- Descriptions of the qualification manuals
- Guidance concerning the responsibility of the instructor and the trainee while using the qualification guides

*Chapter 2* is made up of the qualification tasks, which are designed to measure the trainee's progress.

*Chapter 3* provides guidance for the trainee's reading assignments and is to be removed and retained by the trainee.

#### In this section

This section contains the following two parts:

Торіс	See Page
Sample Task	1-6
Description of Tasks	1-7



### Sample Task

TASK BCM-02-01-ANY	ASK BCM-02-01-ANY Identify the different parts of a line and the hitches used in line handling.				
References	a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)				
Conditions	Task should be performed at any time on board any of the unit's boats without the use of any references or prompting.				
Standards	In response to the instructor, the trainee must, without error, identify different parts of a line and basic knots.				

	Performance Criteria	Completed (Initials)
1.	Correctly identify bitter end of line.	<u>IMU</u>
2.	Correctly identify standing part of line.	<u>IMU</u>
3.	Make bight in the line.	<u>IMU</u>

Instructor	MK2 I. M. UNDERWAY	Date	25 OCT 99
Comments			



### **Description of Tasks**

### **B.1.** Task designation Tasks are identified by designation. Below are two examples with explanations of the qualification task designations: B.1.a. Example 1 SRF-02-03-ANY Task can be accomplished on any boat. ANY tasks are considered transferable from boat to boat and, therefore, need only be done once. Task designation number Division designation number Volume designation number - Surfman B.1.b. Example 2 SRF-02-03-TYPE Indicates that the task must be done individually for each different boat type for which qualification is desired. Task designation number Division designation number Volume designation number - Surfman B.2. Task The knowledge or skill objective to be performed. **B.3.** Reference Information sources used by the trainee and instructor to obtain the background necessary to enhance task performance. **B.4.** Conditions The conditions are the environmental and physical circumstances under which the tasks must be performed. Any tools or special equipment needed for the completion of the task are listed here. The conditions listed with each task must be met. The following definitions describe the terms found in the conditions and standards: B.4.a. Heavy weather Heavy weather is defined as seas and swell conditions combining to exceed 8

feet and/or the winds exceeding 30 knots.



B.4.b. Rough bar

A rough bar is a river entrance or inlet where heavy seas or surf conditions exist, and/or whenever there is doubt in the judgment of the coxswain or the Commanding Officer/Officer-in-Charge.

B.4.c. Surf

The waves or swell of the sea breaking on the shore or a reef is defined as surf.

B.4.d. Boat operations

Term	Definition			
Slow	Underway and moving ahead at clutch speed or slower			
Underway	Not tied to a pier or float and not anchored or moored			

B.4.e. Visibility

Term	Definition
Restricted	Visibility less than ¼ mile
Clear	All other states of visibility

B.4.f. Sea conditions

Term	Definition		
Calm Seas less than 4 feet  Moderate Seas 4 to 8 feet			
Surf	Waves or swell of the sea breaking on the shore or a reef		

B.4.g. Operational guidelines for MLB and SPC (HWX) coxswains

	Sea	Wind	Surf
Coxswain	10 ft	30 kts	None
HW Coxswain	20 ft	40 kts	<8 ft
Surfman	30 ft	50 kts	20 ft

NOTE &

Heavy Weather Coxswains shall not attempt operations in surf unless they have demonstrated the proper skills through satisfactory accomplishment of the Surf Operations tasks in *Section D* of the *Boat Crew Qualification Guide*, *Volume IV – Heavy Weather Coxswain*, COMDTINST M16114.26.

### NOTE &

During the period a member is qualifying, the minimum sea conditions are just that, minimums. This qualifying period should include demonstration of skills during wind and sea conditions appropriate for the area. The unit commander should consider maximum weather limitations in conjunction with Commandant policies to ensure trainees build confidence and platform proficiency gradually. The trainee must practice in varied conditions within the above ranges and not just the minimums prior to certification.



#### **B.5.** Standards

Standards describe the expected outcome of the task. Successful task completion is a function of how well a student is able to complete the task without assistance. Generally the task performance standards are as follows:

#### B.5.a. Knowledge tasks

Trainee must be able to cite, from memory, the required information. Instructors may wish to ask questions concerning particular steps for accomplishment in order to measure the trainee's total comprehension of the subject matter.

#### B.5.b. Skill tasks

Trainee must be able to perform all performance tasks without prompting or assistance from the instructor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

### **B.6.** Performance criteria

These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways:

- Aid in learning the task.
- Serve as a performance check.

### B.6.a. Aid in learning the task

Some steps for task accomplishment follow exact procedures which are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.

### B.6.b. Serve as a performance check

Some task steps can serve as a performance checkoff which can be used by the instructor to measure trainee performance when the trainee performs the task.

### **B.7.** Accomplished

The designated instructor must print his/her name and rate, sign and date this line attesting that the trainee successfully performed the task in accordance with the prescribed standards.

### **B.8.** Comments

The comment section can be used to describe circumstances or conditions which might have a bearing on task completion. Failure to perform any element or unsatisfactory performance of an individual element should be noted in the comments section for the task. If the task is completed under more arduous circumstances than those described, a notation should be made.

### NOTE &

Appendix A provides a list of all tasks in this instruction with space for the instructor to initial and date when each task has been completed.

#### NOTE &

Chapter 3 lists reading assignments for each division followed by a group of questions that should be used by the trainee as a study guide.

### Chapter 1 - Introduction





### Section C. Instructor Guidance

#### Introduction

An instructor must be thoroughly familiar with the boat crew training process. Intimate knowledge of the contents of the following manuals is a must prior to commencing training.

- Boat Crew Training Manual, COMDTINST M16114.9 (series)
- Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
- Applicable Boat Crew Qualification Guide
- Applicable Boat Type Manual

#### C.1. Duties

### The instructor's duties include:

- Guiding the trainee through the qualification process in accordance with the instructions in *Chapter 1* of each qualification guide
- Teaching skills to trainees
- Observing trainee skill development during operations and training, while ensuring that established conditions and standards are met
- Certification recommendation to unit command upon completion of qualification process
- Maintaining own proficiency training and technical knowledge

# C.2. Guiding the trainee through the process

Tasks are meant to be learned through constant practice under the instructor's guidance. This is accomplished by following the procedural steps listed below and provided in **figure 1-1**.

### C.2.a. Give Chapter 3 to the trainee

Give the trainee the reading assignment and study guide questions. Remove *Chapter 3* from the manual and give it to the trainee to retain.



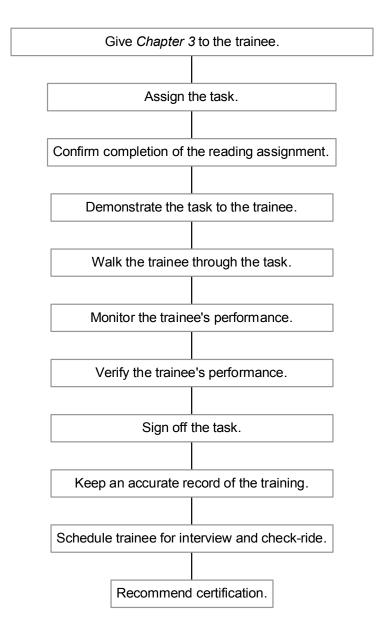


Figure 1-1 Procedures for Guiding Trainees



### C.2.b. Assign the task

While divisions may at times be done concurrently, the tasks within each division should normally be accomplished in consecutive order.

- Which tasks must be completed depends on the crew position and type of boat for which the trainee is being qualified. Those tasks which must be accomplished to qualify for each particular boat type are listed in *Section F* of this chapter.
- Tasks designated as TYPE are considered to be specific to each boat type. These must be completed individually for each desired boat type qualification.
- Tasks designated as ANY are considered general in nature. Completion of these tasks on any boat type is sufficient for the qualification process and need not be repeated when qualification is desired on another boat type.

# C.2.c. Confirm completion of the reading assignment

Care should be taken at this point to clarify any misunderstandings the trainee might have about the material.

### C.2.d. Demonstrate the task to the trainee

Demsonstrate the steps required to complete the task. During the demonstration, the instructor should narrate the procedures. If the task is one of the few that does not require demonstration, proceed to the next step.

### C.2.e. Walk the trainee through the task

In order to ensure that the trainee understands, the instructor may want to walk the trainee through the steps more than once. There is no limit to the number of times the instructor performs the walk-through, however, trainee understanding must be ensured before continuing.

### C.2.f. Monitor the trainee's performance

Trainee performance should be monitored during both training and operations. Qualification does not end with the first successful completion of the task. It is an ongoing process that ends only when successful task completion can be met consistently.



### C.2.g. Verify the trainee's performance

Verify that the trainee's performance meets the standard. This includes two parts:

- The trainee must be able to perform the task subject to established conditions and standards delineated for the task.
- The trainee must be able to perform the task with no assistance.

The trainee is expected to perfrom each task on a consistent basis in accordance with the established standards and conditions.

### C.2.h. Sign off the task

The instructor signs the task at the bottom of the page when he/she is confident that the trainee can perform the task consistently, while unsupervised.

### C.2.i. Keep an accurate record of the training

The instructor must ensure that all task completions are documented in this manual.

### NOTE &

As a quick reference of the trainee's progress, the instructor should maintain the task accomplishment record located in *Appendix A*. This is accomplished by entering the start date as each task is assigned and then initialing and entering the completion date as each task is completed.

# C.2.j. Schedule trainee for interview and checkride

Inform the unit commander when all tasks in this manual are completed. When the trainee has completed all of the required tasks for the position and boat type, the qualification process is done. The instructor should inform the Boat Crew Examination Board and schedule the trainee for an interview and certification check-ride.

### C.2.k. Recommend certification

When the Boat Crew Examination Board is satisfied with the trainee's performance and abilities, they may recommend to the unit commander that the trainee be certified.

# C.3. Proficiency maintenance and technical knowledge

It is imperative that a very high level of professionalism be maintained among all unit instructors. All instructors must ensure that their certification remains current. In addition, instructors must ensure that they retain their proficiency with all installed boat equipment.



### Section D. Trainee Guidance

#### Introduction

It is the trainee's responsibility to proficiently perform the tasks in accordance with the established standards. The tasks that make up *Chapter 2* of this guide represent the skills required to perform in the capacity of a surfman. There are four parts to this learning process:

- Read the assignments and ask questions.
- Pay attention during demonstrations.
- Complete walk-through with instructor.
- Practice the skill.

# D.1. Read the assignments and ask questions

First, the trainee must become familiar with each task. All reading assignments must be read carefully. The trainee should seek guidance from the instructor to clear up any uncertainties.

### D.2. Pay attention during demonstrations

Second, while the task is being demonstrated by the instructor, the trainee must pay close attention.

### D.3. Complete walkthrough with instructor

Third, the trainee will complete the task the first time with the instructor walking the trainee through the steps.

#### D.4. Practice the skill

Fourth, the trainee must practice the skill for consistent success at the task. The instructor will not sign off any task as complete until the trainee can consistently and correctly complete the task unsupervised.

### **D.5.** Certification process

Once all required qualifications are completed, the certification process can begin.

### Chapter 1 - Introduction





### Section E. Boat Types

#### Introduction

The following sections indicate the current listing of standard and non-standard boat (NSB) types. Where this listing conflicts with other reference documents regarding currently authorized boat types, the *Boat Management Manual*, COMDTINST M16114.4 (series) shall take precedence. To efficiently manage the logistics and training aspects of NSBs, district commanders should make every effort to minimize the number of different types of NSBs within their district. Standard boats remain the primary unit repsonse resource. Consistent with *Response Boats 2010 – The Shore-Based Response Boat Strategic Vision and Transistion Plan*, COMDTINST 16114.20 (series), units shall not substitute NSBs for standard boats, except at stations (small) where units use larger NSBs as the primary response resource.

#### Standard boats

AtoN					
ANB	55' AtoN Boat				
BUSL	L 49' Stern Loading Buoy Boat				
Ship-base	d response				
CB-L	19' – 22' Cutter Boat, large assigned onboard WLB, WHEC, WMEC, WIX, and WAGB				
СВ-М	17' and 18' Cutter Boat, medium assigned onboard WLM, WPB and WTGB				
CB-S	14' and 15' Cutter Boat, small assigned onboard WLI, WLIC, WLR, 82' WPB and WYTL				
СВ-ОТН	24' Cutter Boat - Over the Horizon (Zodiac 733 Interceptor)				
MSB	26' Motor Surf Boat				
Shore-bas	ed response				
MLB	44' and 47' Motor Lifeboat				
SPC (HWX)	52' Heavy Weather Special Purpose Craft (previously the 52' MLB)				
UTB	41' Utility Boat, big				
Training s	Training specific				
ATB	41' Aviation Training Boat (same as 41' UTB)				



### Non-standard boats

Miscellane	eous	
DPB	38' Deployable Pursuit Boat (Fountain)	
TPSB	25' Transportable Port Security Boat (Boston Whaler)	
AtoN		
ANB	63' and 64' AtoN Boat	
BU	45' Buoy Boat	
Cable	Cable Servicing Special Purpose Craft	
TANB	Trailerable AtoN Boat	
Ship-based	d response	
ASB	Arctic Survey Boat	
LCVP	Landing Craft	
MCB	Motor Cargo Boat	
Shore-bas	ed response	
IMARV	50' and 55' Independent Maritime Response Vessel	
Training s	specific	
CT-64	Cadet Training Boat	
DPB	42' Deployable Pursuit Boat (Fountain)	
SB	Sailboat	
Miscellane	eous	
Ferry	Ferry Special Purpose Craft	
PWB	Port & Waterways Boat	
SKF	Skiff – a trailerable, open construction boat < 19' without installed electronics used for unit tendering, waterborne maintenance, and specialized immediate vicinity SAR response.	
SPC General Special Purpose Craft – a boat that is unique in the performance of an authorized mission requiring specialized capability that cannot be met within the standardized shore-based response boat fleet.		
SPC (LE)	Law Enforcement Special Purpose Craft	
SPC (surf)	30' Surf Special Purpose Craft (previously the 30' SRB)	



TPSB	22' Transportable Port Security Boat (Boston Whaler)
UTL	Utility Boat Light – a 17' – 28' 11" fiberglass or aluminum hulled boat that may have fendering, have installed electronics and engines, and does not fill an STA (sm) primary response boat allowance. The UTL is representative of the secondary response platform at multi-mission stations. UTL encompasses all remaining shore-based response boats (with the exception of skiffs and SPCs). It includes all boats, which previously filled RIBB, RIBM, UTL and RIBL allowances. Due to the variety of boats that make up this designation, a UTL may be funded at one of two possible SSLs based primarily on boat length.
UTM	Utility Boat Medium – a 25' – 40' 11" in length, closed or partially closed cabin, fiberglass or aluminum hulled boat that may have fendering, have installed electronics and engines, and fills and authorized STA (sm) allowance as the unit's primary response boat.

### Chapter 1 - Introduction





#### Section F. **Task List for Surfman**

#### Introduction

Which tasks must be completed depends on the crew position and type of boat for which the trainee is being qualified. Those tasks which must be accomplished to qualify for each particular boat type are listed below.

### NOTE &

Tasks listed as ANY shall be completed once for all boats as indicated. Tasks listed as TYPE are boat type specific and shall be completed on each boat as listed below for qualification.

### **BOAT TYPE**

TASK	SKI WP FR	RBM RBS	CBL CBM	отн	DPB	TPSB	TANB	MSB MCB ASB	SPC	UTL	UTB	M1		BUSL ANB BU IMARV LC
SRF-01-01-ANY									X			X	X	LC
SRF-01-02-TYPE									X			X	X	
SRF-01-03-TYPE									X			X	X	
SRF-01-04-TYPE									X			X	X	
SRF-01-05-TYPE									X			X	X	
SRF-01-06-TYPE									X			X	X	
SRF-01-07-TYPE									X			X	X	
SRF-01-08-TYPE									X			X	X	
SRF-01-09-TYPE		_		_					X			X	X	
SRF-01-10-ANY									X			X	X	

KEY &

- X = Task required for boat type qualification. O = Task required, if equipped, for boat type qualification.

### NOTE &

Tasks required for the SPC may also be required of the boat crew members qualifying on the future Nearshore Lifeboat (NLB) or any other surf capable boat designated by Commandant (G-OCS). However, the operational limitations established for the NLB or any other surf capable boat must be compared to the standards for each task.

### Chapter 1 - Introduction





# **Chapter 2 Surfman Qualification Tasks**

#### Introduction

The following are the instructions for this chapter:

- The purpose of this chapter is to provide guidance on the trainee's progress through the qualification tasks.
- The instructor should present the tasks to the trainee in a logical order using the instructions provided in *Chapter 1*.
- Tasks should be signed, dated, and placed in the trainee's training record when the instructor is satisfied that the trainee can consistently perform a task in accordance with all standards and conditions.

### **Prerequisites**

### A prospective Surfman must:

- Be assigned to an operational unit with a standard surf capable boat attached;
- Be at an operational unit that has been designated as a surf station by Commandant (G-OCS);
- Be a certified heavy weather coxswain on the boat type for which they are seeking this higher level of qualification; and
- Have completed the surf tasks in the heavy weather coxswain guide (related to operations in surf up to 8 feet) or accomplish those skill-based tasks as a step toward completing similar tasks in the higher risk environment of larger surf as required for the surfman standards.

### In this chapter

This chapter contains the following sections:

Section	Section Title		
A	Surf Operations (greater than 8 feet)	2-3	





### Section A. Surf Operations (greater than 8 feet)

#### Introduction

The following are objectives of Division One:

- **Demonstrate** ability to properly plan for surf operations.
- **Demonstrate** ability to operate boat(s) in surf conditions, during various missions.

### NOTE &

Instructors must ensure that trainees reassess risk at appropriate intervals during evolutions, communicate to the crew, and use the results in decision-making.

### In this section

This section contains the following tasks:

Task Number	Task	See Page
SRF-01-01-ANY	Conduct Pre-Mission Sortie Planning for Surf Operations	2-5
SRF-01-02-TYPE	Conduct Safety Rounds, Vessel Systems Checks, and a Crew Brief Related to Surf Operations	2-6
SRF-01-03-TYPE	Determine the Position of a Boat in 8- to 15- Foot Surf	2-8
SRF-01-04-TYPE	Maintain Stationary Position (Station Keep) in 8- to 15-Foot Surf Using the Bow-To Method	2-10
SRF-01-05-TYPE	Transit Outbound an Inlet or Bar Through 8- to 15-Foot Surf	2-11
SRF-01-06-TYPE	Transit Inbound an Inlet or Bar Through 8- to 15-Foot Surf	2-12
SRF-01-07-TYPE	Lateral Across a Surf Zone Beam to 8- to 15- Foot Surf	2-14
SRF-01-08-TYPE	Depart a Surf Zone Using Only a Single Engine in Surf less than 12 Feet	2-15
SRF-01-09-TYPE	Conduct a Person-in-the-Water (PIW) Recovery in 8- to 15-Foot Surf	2-16
SRF-01-10-ANY	Conduct a Post-Mission Standdown and Crew Debrief	2-18





TASK SRF-01-01-ANY		Conduct Pre-Mission Sortie Planning for Surf Operations						
Ref	erences	<ul> <li>a. Team Coordination Training (TCT), COMDTINST 1541.1 (series)</li> <li>b. Operational Risk Management (ORM), COMDTINST 3500.3 (series)</li> </ul>						
Conditions Standards		Task performed prior to getting underway. Trainee must accomplish task without prompting or use of a reference.						
		Trainee must coordinate all mission planning and establish objectives for the sortie. Trainee must lead the shore-side pre-mission safety brief to include all involved crew (i.e. comms watchstander, boat crews, tower watch, beach party).						
		Performance Criteria	Completed (Initials)					
1.	Identify safe operating ar	ea and hazards.						
2.	Identify safe operating area and hazards.  Evaluate surf conditions, tides, currents, winds, and anticipated changes that may occur during the sortie.  Brief crew on sortie objectives and the area where operations will be conducted.							
<ol> <li>Evaluate surf conditions, tides, currents, winds, and anticipated changes that may occur durin</li> <li>Brief crew on sortie objectives and the area where operations will be conducted.</li> </ol>		ctives and the area where operations will be conducted.						
4.		ations plan encompassing boat-to-boat, boat-to-shore, shore-to-boat reporting ude discussion of backup radio use and location.						
5.	Brief crew on principle uparticipating boats.	se of tower watch/beach party in providing critical information to the						
6.	Solicit and evaluate safet	y concerns including knockdown/rollover brief and proper use of PPE.						
7.		for sortie using appropriate risk assessment tools (SPE, GAR or other) from iscussion of risk as part of crew briefs.						
Ins	tructor	Date						
Co	mments							



# TASK SRF-01-02-TYPE Conduct Safety Rounds, Vessel Systems Checks, and a Crew Brief Related to Surf Operations a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 1 Task performed on boat prior to entering and immediately after exiting a surf zone. Trainee must accomplish task without prompting or use of a reference.

Standards

Trainee must complete a visual safety round prior to getting underway. Trainee must check operation of the boat key systems and brief crew prior to entering surf zone. Trainee must coordinate safety rounds of the boat after exiting the surf zone.

	Performance Criteria	Completed (Initials)	Boat Type
1.	Conduct visual inspection through all compartments prior to getting underway (i.e. stowage, missile hazards, watertight integrity, leaks or signs of system problems).		
2.	Monitor conditions and hazards in operating area.		
3.	Check engines and controls for full power ahead and astern (both open bridge stations on 47' MLB).		
4.	Check steering system for full, even rudder control port and starboard (both open bridge stations on 47' MLB).		
5.	Ensure engineer made round of engine room prior to entering the surf zone.		
6.	Assign crew positions and check PPE and all safety equipment.		
7.	Brief crew on methods to be used in moving about the deck if necessary and who will authorize movement.		
8.	Brief crew on natural ranges, point of reference and radar ranges to be used and depth of water.		
9.	Brief crew on knockdown/rollover procedures.		
10.	Brief crew on procedure in the event the surfman becomes incapacitated.		
11.	Brief crew on procedure to remain together and use appropriate signaling device in the event that they have fallen overboard.		
12.	Check communications with backup safety boat and/or shore party.		
13.	Coordinate safety rounds of boat after safely exiting the surf zone.		
14.	Ensure clear communications and coordination among crew and other resources.		
15.	Maintain situational awareness and total control of the boat.		
16.	Brief crew on risk assessment results.		



Instructor	Date	
Comments	•	



# TASK SRF-01-03-TYPEDetermine the Position of a Boat in 8- to 15-Foot SurfReferencesa. Boat Piloting and Navigation Standards, COMDTINST 3350.3 (series)ConditionsTask performed while underway in 8- to 15-foot surf. Trainee must accomplish task without prompting or use of a reference.StandardsTask must be accomplished without excessive risk to the boat or crew. Using local knowledge, available electronics and seaman's eye, trainee must determine boat's position relative to the

closest hazards with an accuracy of 100 yards. Trainee must maintain a safe distance from known hazards at all times. Task must be accomplished while station keeping in the surf zone.

	Performance Criteria	Completed (Initials)	Boat Type
1.	Brief crew and assign duties.		
2.	Ensure safety rounds and checks are complete.		
3.	Assign crew positions and check PPE and all safety equipment.		
4.	Brief crew on natural ranges, point of reference and radar ranges to be used and depth of water.		
5.	Identify safe operating area and hazards and pilot boat with adjustments for surrounding dangers.		
6.	Observe sea and surf conditions and evaluate safest course through surf zone.		
7.	Demonstrate awareness of the effects of current, swell, and wind on the boats heading and movements.		
8.	Avoid breaking waves (when possible) using windows, saddles, and shoulders.		
9.	Choose safe position in which to station keep with relation to depth of water, hazards, and useful ranges.		
10.	Determine boat's position in relation to known hazards using available electronics.		
11.	Demonstrate advantages and shortcomings of all available electronics.		
12.	Determine boat's position using fixed geographical references and seaman's eye.		
13.	Use other available resources to assist in determining position (i.e. tower, beach party, other boats, aircraft, watchstander).		
14.	Pass accurate position to operational command and verify by shore-side plotting.		

15. Promote continuous communication and use of crew as integral part of piloting effort.



Performance Criteria	Completed (Initials)	Boat Type
16. Maintain situational awareness and total control of the boat.		

Instructor	Date	
Comments	·	



	~ ~					
TASK SRF-01-04-TYPE		Maintain Stationary Position (Station Keep) in 8- to 15-Foot Method	t Surf Using the E	Bow-To		
References		a. Boat Crew Seamanship Manual, COMDTINST M16114. Addendum	5 (series), Heavy V	Veather		
Co	onditions	Task performed while underway in 8- to 15-foot surf. Trainee prompting or use of a reference.	must accomplish	task without		
Standards		Task must be accomplished without excessive risk to the boat or crew. Boat must maintal stationary position for at least five minutes with limited movement. Boat must maintain show-to attitude at all times except when lateral movement is necessary. Boat must meet breakers squarely and with enough power to get the boat through/over the wave.				
		Performance Criteria	Completed (Initials)	Boat Type		
1.	Brief crew and assign du	ties.				
2.	Identify safe operating an	rea and hazards.				
3.	Maintain square bow to a	aspect while station keeping in surf.				
4.	Use proper amount of po	ower to meet breakers and hold position.				
5.	Use proper helm throttle	commands to achieve a bow-to position to the seas.				
6.	Use swells and surf to m	aneuver and hold position.				
7.	Ensure clear communica	tions and coordination among crew and other resources.				
8.	Maintain situational awa	reness and total control of the boat throughout evolution.				
9.	Maintain position for 5 n	ninutes.				
Ins	structor		Date	•		
Co	omments					



TASK SRF-01-05-TYPE Transit Outbound an Inlet or Bar Through 8- to 15-Foot Surf				
References	a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Heavy Weather Addendum			
Conditions	Task performed while underway in 8- to 15-foot surf. Traine prompting or use of a reference.	e must accomplish	task without	
Standards	Task must be accomplished without excessive risk to the boat through the surf zone should be accomplished without meetir breakers squarely and with enough power to get the boat through	ng a breaker. Boat r		
	Performance Criteria	Completed (Initials)	Boat Type	
1. Brief crew and assign duti	es.			
2. Identify safe operating are	ea and hazards.			
3. Provide accurate bar repor	rt to operational command concerning existing conditions.			
4. Time series to transit through	ugh surf zone on the lull.			
5. Avoid breaking waves (where the second se	hen possible) using windows, saddles, and shoulders.			
6. Use appropriate, safe spee	d without launching the MLB.			
7. Meet breakers with approp	priate power.			
8. Identify the high/low sides	s and maneuver toward the low side.			
9. Use safety backup boat (if information as appropriate	applicable) or shore side safety watch to provide additional e.			
10. Ensure clear communicati	ons and coordination among crew and other resources.			
11. Maintain situational aware	eness and total control of the boat throughout evolution.			
Instructor		Date	1	
Comments				



### TASK SRF-01-06-TYPE Transit Inbound an Inlet or Bar Through 8- to 15-Foot Surf

### References

a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Heavy Weather Addendum

### **Conditions**

Task performed while underway in 8- to 15-foot surf. Trainee must accomplish task without prompting or use of a reference.

### Standards

Task must be accomplished without excessive risk to the boat or crew. Maximum effort should be taken to keep the boat from being overtaken by a breaker. Boat must be maneuvered in adequate time to avoid a breaker on the stern, if possible.

	Performance Criteria	Completed (Initials)	Boat Type
1.	Brief crew and assign duties.		
2.	Identify safe operating area and hazards.		
3.	Provide accurate bar report to operational command concerning existing conditions.		
4.	Time series to transit through surf zone on the lull.		
5.	Avoid breaking waves (when possible) using windows, saddles, and shoulders.		
6.	Use appropriate, safe speed careful to avoid overtaking the crest of a swell or breaker.		
7.	Evaluate overtaking surf to avoid taking a breaker on the stern unless intended.		
8.	Use proper technique and timing to turn and meet breakers squarely bow-to when needed.		
9.	Maintain control when taking a breaker on the stern if it is unavoidable.		
10.	Meet breakers with appropriate power.		
11.	Use proper techniques to avoid getting caught on the face of a swell and avoid being caught on a hard chine.		
12.	Follow proper recovery procedures if knocked down or rolled by a swell or breaker.		
13.	Identify the high/low sides and maneuver toward the low side.		
14.	Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.		
15.	Ensure clear communications and coordination among crew and other resources.		



	, ,	
16. Maintain situational awareness and total control of the boat throughout evolution.	<del></del>	
	<del></del>	

Instructor		Date	
Comments	<del>-</del>	•	



TASK SRF-01-07-TYPE		Lateral Across a Surf Zone Beam to 8- to 15-Foot Surf			
Ref	erences	a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Heavy Weather Addendum			
Con	ditions	Task performed while underway in 8- to 15-foot surf. Trained prompting or use of a reference.	e must accomplish	task without	
Stai	ndards	Task must be accomplished without excessive risk to the boat or crew. Boat must not be overtaken by a breaker on the beam. When necessary, boat must meet breakers squarely and with enough power to get the boat through/over the wave.			
		Performance Criteria	Completed (Initials)	Boat Type	
1.	Brief crew and assign du	ities.			
2.	Identify safe operating a	rea and hazards.			
3.	Identify and use natural	ranges, reference points or radar ranges.			
4.	Avoid breaking waves (v	when possible) using windows, saddles, and shoulders.			
5.	Use appropriate, safe spe	eed.			
6.	Evaluate approaching su	rf, avoid or meet squarely as appropriate.			
7.	Time series and transit o	n the lull.			
8.	Use safety backup boat (information as appropria	if applicable) or shore-side safety watch to provide additional te.			
9.	Ensure clear communica	tions and coordination among crew and other resources.			
10.	Maintain situational awa	reness and total control of the boat throughout evolution.			
Inst	ructor		Date		
Cor	nments				



TASK SRF-01-08-TYPE	Depart a Surf Zone Using Only a Single Engine in Surf less than 12 Feet				
References	None				
Conditions	Task performed while underway for training in daytime in surf less than 12 feet. Trainee must accomplish task without prompting or use of a reference. During single engine operations for the simulated engine casualty, the second engine will remain on line.  Task must be accomplished without excessive risk to the boat or crew. Trainee must safely maneuver out of the surf zone on the designated single engine without resorting to use of both engines for control.				
Standards					
CAUTION	Coxswain will apply power to both engines in the event of a possible kn	nockdown/rollover si	tuation.		
	Performance Criteria	Completed (Initials)	Boat Type		
Identify safe operating ar	rea and hazards.				
2. Brief crew, station, tower	r/beach party, and safety backup boat (if applicable) of situation.				
3. Maintain square bow/ster	rn aspect while station keeping in surf.				
4. Time series and exit the s	surf zone during a lull.				
5. Avoid breaking waves (v	when possible) using windows, saddles, and shoulders.				
6. Safely exit the surf zone.					
7. Use safety backup boat (information as appropria	if applicable) or shore-side safety watch to provide additional te.				
8. Ensure clear communication	tions and coordination among crew and other resources.				
9. Maintain situational awa	reness and total control of the boat.				
Instructor		Date			
Comments					



### TASK SRF-01-09-TYPE

### Conduct a Person-in-the-Water (PIW) Recovery in 8- to 15-Foot Surf

### References

a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Heavy Weather Addendum

#### **Conditions**

Task performed while underway in 8- to 15-foot surf. Trainee must accomplish task without prompting or use of a reference. A life-like dummy (Oscar) will be used if performed during a training sortie.

### Standards

Task must be accomplished without excessive risk to the boat or crew. The direct pickup method must be used. Task must be accomplished without injury or excessive risk to the person (life-like dummy) in the water.

	Performance Criteria	Completed (Initials)	Boat Type
1.	Brief crew and assign duties.		
2.	Station pointer on open steering station or nearby coxswain to effectively communicate.		
3.	Throw life ring if appropriate to assist PIW.		
4.	Use lulls, shoulders, windows, and saddles for maneuvering and turns.		
5.	Maneuver boat down sea into position for final approach.		
6.	Make retrieval equipment ready as necessary (i.e. boat hook, throw bag).		
7.	Position crew for recovery ensuring safe movement and clear communications.		
8.	Conduct recovery from recess port/well-deck only.		
9.	Maneuver boat into safe position for recovery with regard to crew and PIW.		
10.	Use lulls between series of breakers for making final approach.		
11.	Ensure MLB is stopped and kept square while PIW is being recovered.		
12.	Safely recover PIW/Oscar.		
13.	Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.		
14.	Ensure clear communications and coordination among crew.		
15.	Maintain situational awareness and total control of the boat throughout evolution.		

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Instructor	Date	
Comments	•	



TAS	ASK SRF-01-10-ANY Conduct a Post-Mission Standdown and Crew Debrief			
Ref	a. Team Coordination Training (TCT), COMDTINST 1541.1 (series) b. Operational Risk Management (ORM), COMDTINST 3500.3 (series)			
Conditions  Task performed after underway for surf operations. Trainee must accomprompting or use of a reference.		Task performed after underway for surf operations. Trainee must accomplish tas prompting or use of a reference.	ish task without	
Stai	Trainee must lead the shore side post-mission safety debrief to include all involved crecomms watchstander, boat crews, tower watch, beach party).		ed crew (i.e.	
		Performance Criteria	Completed (Initials)	
1.	Stand down all unit reso	urces involved with surf operations and ensure safe return to unit.		
2.	Ascertain condition of pa	articipating crews.		
3.	Ascertain condition of ur restrictive discrepancies	nit boats and ensure they remain fully mission capable (report any disabling or to command).		
4.	Ascertain condition of an continued readiness.	ny other resources utilized (i.e. tower, vehicles, radios, safety gear) and ensure their		
5.	Coordinate and lead unit	post-mission debrief in appropriate setting.		
6.	Debrief crew, encouraging	ng input from juniors first (least experienced), seniors last (most experienced).		
7.	Discuss crew's ability to	react to changes in risk levels encountered during debriefs.		
8.		nunications, lessons learned, safety issues observed, ideas for improvement, and earnanship practices or teamwork.		
9.	Provide lessons learned for near shore operations	and recommendations to command related to improvement in unit response strategy is.		
10.	Determine if the lessons mishap reporting system	learned or the actions during the mission warrant further reporting via the boat .		
Inst	ructor	Date		
Cor	mments			



# **Chapter 3 Surfman Trainee Study Guide**

### Introduction

This chapter should be removed and given to the trainee for keeping. Its purpose is to provide guidance for the trainee's reading assignments and is not a part of the training record.

The trainee should read the appropriate reading assignment and answer the related questions prior to beginning training in each new task. The instructor should then discuss the trainee's answers to ensure understanding of the subject matter prior to beginning instruction for each new task.

### In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Reading Assignments – Division One	3-3





## Section A. Reading Assignments - Division One

### Introduction

The reading assignments in this section are designed to aid the trainee in developing the knowledge and skills to adequately fulfill the requirement.

### In this section

This section contains the following reading assignments:

### NOTE &

If there is no reading assignment assigned for a specific task, then the task will not have a page number to reference.

Task Number	Reading Assignment	See Page
SRF-01-01-ANY	None Assigned	
SRF-01-02-TYPE	None Assigned	
SRF-01-03-TYPE	None Assigned	
SRF-01-04-TYPE	None Assigned	
SRF-01-05-TYPE	None Assigned	
SRF-01-06-TYPE	None Assigned	
SRF-01-07-TYPE	None Assigned	
SRF-01-08-TYPE	• None Assigned	
SRF-01-09-TYPE	None Assigned	
SRF-01-10-ANY	None Assigned	





# Appendix A. Task Accomplishment Record for Surfman

NOTE &	Instructor should remove this section and place it in the trainee's t	raining record.
TRAINEE NAM	E:	RATE:
INSTRUCTOR 1	NAME:	RATE:
POSITION/QU	JALIFICATION CODE TO BE TRAINED FOR	:
NOTE &	Instructors should line through those tasks not applicable to this qu	nalification.

Task	Date Started	Date Completed	Instructor's Initials
SRF-01-01-ANY			
SRF-01-02-TYPE			
SRF-01-03-TYPE			
SRF-01-04-TYPE			
SRF-01-05-TYPE			
SRF-01-06-TYPE			
SRF-01-07-TYPE			
SRF-01-08-TYPE			
SRF-01-09-TYPE			
SRF-01-10-ANY			





# Appendix B. List of Acronyms

Introduction

This appendix contains a list of the acronyms used throughout the handbook.

In this appendix

This appendix contains the following information:

Topic	See Page
List of Acronyms	B-3





ACRONYM	DEFINITION
ANB	AtoN Boat
ASB	Arctic Survey Boat
ATB	Aviation Training Boat
BU	Buoy Boat
BUSL	Buoy Utility Stern Loading
CB-L	Cutter Boat-Large
СВ-М	Cutter Boat-Medium
СВ-ОТН	Cutter Boat Over the Horizon
CB-S	Cutter Boat-Small
DPB	Deployable Pursuit Boat
GAR	Green-Amber-Red
IMARV	Independent Maritime Response Vessel
LCVP	Landing Craft
MCB	Motor Cargo Boat
MLB	Motor Lifeboat
MSB	Motor Surf Boat
NSB	Non-Standard Boat
ORM	Operational Risk Management
PIW	Person-in-the-Water
PPE	Personal Protective Equipment
PWB	Port and Waterways Boat
SB	Sailboat
SKF	Skiff
SPC	Special Purpose Craft
SPC (LE)	Law Enforcement Special Purpose Craft
SPE	Severity-Probability-Exposure
SSL	Standard Support Level
TANB	Trailerable AtoN Boat
TCT	Team Coordination Training
TPSB	Transportable Port Security Boat
UTB	Utility Boat
UTL	Utility Boat Light



ACRONYM	DEFINITION
UTM	Utility Boat Medium



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